



FEDERAL DISCRETIONARY GRANTS SECTION
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PO BOX 480, JEFFERSON CITY, MO 65102-0480
**READING FIRST - REPORT OF EXPENDITURES AND OBLIGATIONS AS OF
SEPTEMBER 30 REPORT**

DISTRICT NAME	COUNTY-DISTRICT CODE
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DIRECTIONS

Each district receiving Reading First funding must complete this form.

Mail OR fax the completed form no later than **October 15, 2004** to: Financial Management, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480

Questions, contact Financial Management: Ph: (573) 751-4420; Fax: (573) 526-6698;
or e-mail to: webreplyimprfdg@dese.mo.gov; Visit DESE's website at: dese.mo.gov

SECTION I - TOTAL EXPENDITURES AND OBLIGATIONS AS OF SEPTEMBER 30, 2004

Object Code & Category	Expenditure & Obligations
6100: SALARIES	\$
6200: EMPLOYEE BENEFITS	\$
6300: PURCHASED SERVICES	\$
6400: MATERIALS/ SUPPLIES	\$
SUBTOTAL	\$
INDIRECT COST (optional) RATE _____%	\$
6500: CAPITAL OUTLAY	\$
TOTALS	\$

SECTION II - LEA SIGNATURE

I, the undersigned, as official representative designated by the Board of Education, certify the LEA to be in compliance with the assurances signed in the application(s).

SIGNATURE OF AUTHORIZED LEA REPRESENTATIVE	DATE
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The following table shows when an obligation is made as defined by EDGAR (Education Department General Administrative Regulations):

IF THE OBLIGATION IS FOR...	THE OBLIGATION IS MADE...
acquisition of real or personal property,	on the date on which the LEA makes a binding written commitment to acquire the property.
personal services by an employee of the LEA,	when the services are performed.
personal services by a contractor who is not an employee of the LEA,	on the date on which the LEA makes a binding written commitment to obtain the services.
performance of work other than personal services,	on the date on which the LEA makes a binding written commitment to obtain the work.
public utility services,	when the LEA receives the services.
travel,	when the travel is taken.
rental of real or personal property,	when the LEA uses the property.

EDGAR (09-16-99 Edition) § 76.707

EXAMPLES:

Purchase orders for supplies, materials, or equipment must be signed and mailed by September 30 to be considered an obligation.

Salaries of District Employees: A district may include either the amount paid (check written) or the amount actually earned as of September 30, whichever is greater. The entire amount of a teacher's contract cannot be considered an obligation for this report.

If the district contracts for work or services from someone who is not an employee of the district, the obligation is made once all parties involved sign a written contract for the work or services.